

**LAW CLERK HIRING INFORMATION**  
**James C. Francis IV, United States Magistrate Judge**

**Chambers Contact Information:**

United States District Court  
Southern District of New York  
500 Pearl Street, Room 1960  
New York, NY 10007  
(212) 805-0206

**Positions:** Judge Francis currently has openings for two one-year clerkships commencing in September 2015.

**Application timing:** Candidates (whether current law students or graduates) may submit applications at any time, and applications will be reviewed on a rolling basis.

**Application process:** Applicants should submit a cover letter, resume, law school transcript, one or more writing samples, and three letters of reference through OSCAR. Any applicant unable to utilize OSCAR may submit the application by mail.

**Interviews:** Judge Francis may contact applicants at any time to schedule an interview.

**Offers:** Offers may be made at any time until the positions are filled.

*Applicants should visit the Court's website (<http://nysd.uscourts.gov/judge/Francis>) or Judge Francis' profile on OSCAR for updated information regarding vacancies and other hiring information.*